College of The Albemarle

Elizabeth City, North Carolina

Catalog 1963-64

COLLEGE

OF THE

ALBEMARLE

ELIZABETH CITY, N. C.

Catalog 1963-64

THE COMMUNITY COLLEGE

OF

PASQUOTANK COUNTY

• 1963 •

JANUARY

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

FEBRUARY

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

MARCH

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24/31	25	26	27	28	29	30

APRIL

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MAY

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JUNE

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23/30	24	25	26	27	28	29

JULY

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

AUGUST

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

SEPTEMBER

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

OCTOBER

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

NOVEMBER

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

DECEMBER

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

• 1964 •

JANUARY

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

FEBRUARY

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

MARCH

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24/31	25	26	27	28	29	30

JUNE

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

JULY

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

AUGUST

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23/30	24/31	25	26	27	28	29

SEPTEMBER

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

OCTOBER

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

NOVEMBER

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

DECEMBER

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

TABLE OF CONTENTS

	Page
Calendar of Events	4
Board of Trustees	5
Faculty and Staff	6
General Information	7
General Regulations	10
Student Activities	18
Programs of Study	19
Description of Courses	24
Index	34

CALENDAR OF EVENTS

FALL SEMESTER — 1963-64

September 9, 10, Monday and Tuesday—Orientation of Freshmen, tests and counseling.
September 11, Wednesday—Registration of students, day and evening.
September 12, Thursday—Classes begin.
September 18, Wednesday—Last day to change courses and last day for late registration.
October 23, Wednesday—Last day to drop courses without penalty.
November 20, Wednesday—Thanksgiving Recess begins at close of classes.
November 25, Monday—Thanksgiving Recess ends at 8:00 A.M.
December 9-13, Monday-Friday—Pre-registration for Spring Semester.
December 18, Wednesday—Christmas Holidays begin at close of classes.

1964

January 2, Thursday—Christmas Holidays end at 8:00 A.M.
January 17, Friday—Fall semester classes end.
January 20, Monday—Mid-year examinations begin.
Jnuary 24, Friday—Mid-year examinations end.

SPRING SEMESTER — 1963-64

January 27, Monday—Registration for Spring semester.
January 28, Tuesday—Spring semester begins.
February 3, Monday—Last day to change courses and last day for late registration.
April 9, Thursday—Easter Holidays begin at close of classes.
April 15, Wednesday—Easter Holidays end at 8:00 A.M.
May 4-8, Monday-Friday—Pre-registration for Fall semester.
May 20, Wednesday—Spring semester classes end.
May 21, Thursday—Final Examinations begin.
May 24, Sunday—Baccalaureate Service.
May 27, Wednesday—Final Examinations end.
May 28, Thursday—Class Day.
May 29, Friday—Graduation Exercises.

SUMMER SESSIONS 1963-64

June 8-July 17—First Summer Session.
July 20-August 21—Second Summer Session.

COLLEGE OF THE ALBEMARLE

BOARD OF TRUSTEES

Charles M. Gordon, Chairman
J. Henry LeRoy, Vice-Chairman
Dr. C. Robert Benson, Jr., Sec. and Treas.

APPOINTED BY THE GOVERNOR

George W. Attix
Vernon G. James
S. L. Lowery
Robert F. Spence

APPOINTED BY CITY COUNCIL OF ELIZABETH CITY

John Wood Foreman
Charles M. Gordon

APPOINTED BY BOARD OF PASQUOTANK COUNTY COMMISSIONERS

H. A. Reid
Clyde Small, Jr.

APPOINTED BY ELIZABETH CITY SCHOOL BOARD

J. Carroll Abbott
Joseph P. Kramer

APPOINTED BY PASQUOTANK COUNTY BOARD OF EDUCATION

J. Henry LeRoy
John H. Moore

C. Robert Benson, Jr., President

OFFICERS OF ADMINISTRATION

DR. C. ROBERT BENSON, JR. ..... PRESIDENT

DR. DEWEY STOWERS ..... DEAN

FACULTY

Banks, Martha ..... Business
B.S., M.A., East Carolina.

Benson, C. Robert, Jr. ..... Psychology
B.A., Catawba College; M.A., U.N.C.; Ph.D., U.N.C.

Boada, Alexandra ..... French and Spanish
A.B., U.N.C.; M.A., University of Havana.

Boomer, Hortense ..... Librarian
B.A., East Carolina; B.S., U.N.C.

Crump, James ..... Mathematics
A.B., Elon College; M.A., Appalachian State Teachers College.

Davis, Claude ..... English
A.B., Elon College; M.Ed., U.N.C.

Fountain, Benjamin E. ..... Education
A.B., M.Ed., Ph.D., U.N.C.

Ford, Austin ..... Chemistry
B.S., East Stroudsburg State Teachers College; M.Ed., Pennsylvania State University; Additional Graduate Work, George Washington University.

Houk, Annelle ..... English
A.B., A.M., Duke University.

King, Robert ..... Biology
A.B., Elon College; M.A., Appalachian State Teachers College.

Salmon, Joseph M. ..... History
B.S., Troy State College; M.A., Florida State University

Stowers, Dewey ..... Social Science; Geology
B.A., Dickinson College; M.A., Peabody College; D.Ed., Duke University.

FACULTY COMMITTEES

College Affairs— Dr. Benson, Chairman; Miss Boomer, Mrs. Boada, Dr. Stowers, Mr. Ford.

Academic Affairs— Dr. Stowers, Chairman; Mrs. Houk, Mr. Ford, Mr. Crump, Mr. C. Davis.

Student Personnel—Mr. C. Davis, Chairman; Mr. Crump, Mr. King, Mrs. Houk, Mrs. Banks.

GENERAL INFORMATION

Objectives of the College

College of The Albemarle, established under the Legislative Act of 1957 known as "The Community College Act," strives to serve the community by providing for young people and adults education for cultural development, for responsible citizenship, and for enriched personal living. The major aims of the College are to prepare students for admission to senior colleges or universities, to prepare them for vocational competency, to help them adjust to the complexities of modern living, and to make available when feasible continued opportunities in cultural, vocational, and general education for adults.

History

The seed of the idea for a College in Elizabeth City was planted with the Elizabeth City Chamber of Commerce in 1957 when the State Department of Public Instruction was considering a technical college for Elizabeth City. The technical college idea was abandoned and instead a Community College Act was passed to assist counties to establish their own junior colleges.

Several plans and ideas were advanced by the Chamber during the next few years without being vigorously promoted until 1960 when the former Albemarle Hospital building, which seemed especially well adaptable for college purposes, appeared to be available after the hospital moved into its new quarters.

This project became the main objective of the Elizabeth City Chamber of Commerce for the year 1960, while Paul Bradshaw was President. Under the able Chairmanship of Charles Gordon, a dedicated College Committee recruited the support of the County and City Governments and almost every organization in Pasquotank County. An indication of the support and desire for a Community College was shown by Pasquotank Citizens in their overwhelming two and a half to one vote favoring a tax increase for the County's share of support for a Pasquotank County College.

College of The Albemarle was chartered December 16, 1960. Shortly afterwards, the first Board of Trustees was appointed with Charles Gordon selected as Chairman of the Board. The first President, Dr. C. Robert Benson, Jr., was elected in March, 1961. The College began its first academic session in September of 1961.

College of The Albemarle is the first College in the State to be chartered under the Community College Act of 1957.

Location

College of The Albemarle is located in Elizabeth City, Pasquotank County, North Carolina. With a population of 15,000, Elizabeth City is the center of commerce, industry, and culture of the Albemarle.

The College is housed in the building formerly used as Albemarle Hospital on Riverside Avenue and Carolina Avenue, less than a mile from the center of the city. The office of College of The Albemarle is located on the second floor of the building on Riverside Avenue.

Facilities

There are 12 classrooms, science laboratories, a snack bar and book store, student and faculty lounge areas, administrative offices, and a completely furnished library. The first three floors of the building have been completely renovated. Adjacent to the College is the home of the President.

The College will maintain no dormitory facilities. Each student will live at home or arrange his own living quarters in the vicinity of Elizabeth City. The College will assist students to find suitable quarters.

Library

College of The Albemarle Library has a basic collection of approximately 8,000 volumes. A carefully selected group of approximately 65 periodicals is received regularly. In addition to the general circulating collection, the library supplements classroom instruction with reserve collections in each subject field especially selected and kept up to date. Reference and research materials are available on the undergraduate level. Students may also use the Elizabeth City Public Library.

Membership

College of The Albemarle has applied for membership in the North Carolina College Conference, the Southern Association of Junior Colleges, and the American Association of Junior Colleges.

Credits earned at College of The Albemarle in curricula leading to degrees are transferable to senior colleges and universities.

Counseling and Testing

The College provides counseling service for students by assigning each student to a member of the faculty according to his particular field of interest. The faculty advisor helps the student to arrange his program of study at College of The Albemarle and approves the courses to be taken prior to the registration for each semester. Subsequent changes

in courses must be made through the advisor. The Dean, Registrar, and the Director of Student Personnel Services are also available to assist the student.

Students who desire help in clarifying their occupational goals may consult the Director of Student Personnel Services for occupational information sources and for information on aptitude and interest tests to aid in deciding on an occupation.

Adult Education

College of The Albemarle has established evening classes on a semester basis, offering the regular liberal arts program. Classes are held from 7:00 o'clock until 9:30 o'clock each evening, Monday through Thursday. As the need arises, other courses, credit and non-credit, will be added to the curriculum.

Employment Service

The College assists students in securing part-time or full-time employment during their enrollment at College of The Albemarle and gives special attention to the placement of students who graduate in the terminal curricula. Application should be made in person at the office of the Director of Student Personnel Service.

GENERAL REGULATIONS

Requirements For Admission

For admission to College of The Albemarle as a candidate for a degree, the applicant must have at least 16 approved units from an accredited four-year high school and must satisfy the Committee on Admissions and Credits as to his intellectual, physical, emotional, social, and moral fitness to undertake the academic work at the College.

Preparatory training should emphasize the traditional academic subjects. The recommended high school credits include:

English	4 units
Foreign Language	2 units
Mathematics	2 units
Social Studies	2 units
Natural Science	1 unit
Electives	5 units

If the student plans to attend the University of North Carolina or the Woman's College of the University of North Carolina, the sixteen unit minimum offered for admission should include the following required distribution:

English	4 units
Algebra	1½ units
Plane geometry	1 unit
Foreign language (two years in one language)	2 units
United States history	1 unit
Natural science (one year with laboratory)	1 unit
Electives	5½ units

If the student plans to enter North Carolina State College, the sixteen unit minimum offered for admission should include the following required distribution:

English	4 units
United States history	1 unit
Algebra	1½-3 units
Plane and solid geometry (Solid geometry required only for School of Engineering and Agricultural Engineering)	1-1½ units
Science (one year)	1 unit
Electives	7 units

Students who plan to enter other colleges should consult the catalogs of those institutions for entrance requirements.

The College admits a limited number of students who have been graduated from secondary schools but who are not candidates for a degree. These students are classified as Special Students and do not have class standing. Students carrying fewer than 12 hours because of reasons of health or other special considerations will pay according to the rates for Special Students.

Physical Examination

Every student is required to have a physical examination prior to registration in the fall. Each student should show evidence of having taken polio shots.

Freshman Orientation Period

The purpose of the orientation program is to introduce the student to his new environment, and to acquaint him with the policies and ideals of the College. Receptions, assemblies, lectures, and open forum discussions are held to help him prepare for the beginning of college life.

Veterans

New students eligible to enter with veterans' benefits should apply to the Veterans Administration for certificates or supplemental certificates of entitlement. This should be done some weeks in advanc in order to have the certificates ready for registration. Veterans transferring from other colleges or universities should make their applications before leaving their former schools.

Class Attendance

Class attendance is regarded as an essential part of the educational process at College of The Albemarle. The student is expected to benefit by classroom discussions as well as by his daily text assignments. In such an educative process, a student loses an irreplaceable value when he misses class.

Classwork missed while students are away on College-approved business or because of illness is excusable and should be made up to the satisfaction of the instructor. Although make-up work will not in all cases remove the full adverse effect of the absence, a faculty member will cooperate with the student in his attempt to make up his loss when such absence is necessary.

Each student in good standing is permitted three unexcused absences from each class per semester. Absences in excess of this number will only be excused upon the presentation of a doctor's verification

of illness. Any student accruing unexcused absences in excess of the number allotted will be subject to an appropriate loss of quality points.

All absences in excess of the allotted number are subject to review by the Academic Affairs Committee.

Students on academic probation will not be allowed any unexcused absences.

No student will be given credit for any course unless that student has attended at least 75 per cent of the total number of classes in that semester.

Three unexcused tardies count as an unexcused absence.

To make up a scheduled or previously announced test from which he has an excused absence, the student must secure written permission from the Dean. He should then present the permission to the instructor who will arrange to give the test at a later date. The full responsibility for making arrangements to take the tests rests upon the student.

Change Of Course

To change a course it is necessary for a student to get the written permission of his Advisor, the Dean, and the Registrar. No student will be permitted to change a course after the first two weeks of a semester.

Withdrawal From College

A student who withdraws is expected to confer with his advisor and clear through the offices of the Director of Student Personnel Services, the Dean of the College, and the business office. Any student who leaves the College without written permission will receive a mark of F in all courses.

System Of Grading

Each student receives a grade in his courses at the middle of the semester and at the close of the semester. The mid-semester grades do not appear on a student's transcript; they are designed to give the student an indication of his progress.

The system of grades is as follows:

Grade	*Significance*		*Quality Points*
A	Superior	(93-100)	3 per sem. hr.
B	Good	(85-92)	2 per sem. hr.
C	Average	(77-84)	1 per sem. hr.
D	Poor but passing	(70-76)	0
E	Conditioned failure		0
F	Failure		0
I	Incomplete		0
W	Withdrawal		0

Quality points, the numerical equivalent of the letter grade, are used to determine the student's rank in class and academic honors. A quality point average of 1.00 or better in 64 hours of course work is necessary to meet grade requirements for graduation.

Conditions, Incompletes, Failures, And Withdrawals

A grade of conditioned failure (E) may be removed by re-examination. This must be accomplished within the sixth week of the following semester.

An incomplete (I) is given only when circumstances do not justify giving a specific grade. It must be removed within the first nine weeks of the semester following the one in which the incomplete was received. If not removed within this time, the incomplete becomes a failure (F).

A failure (F) cannot be removed from a student's record. However, if a course is repeated, the second grade is recorded as the final grade for the course.

A withdrawal (W) is given only when a student withdrawing from college before the end of a semester is doing passing work in the course. Otherwise a grade of failure is recorded.

Probation

At least a "C" average is necessary to satisfy the College's academic requirements. Records of students whose grades fall below this average in any term are reviewed by the Committee on Academic Standing, which may suspend, warn, or place these students on probation.

Those on academic probation are expected to make a term average of "C" in their first probationary semester and a cumulative average of "C" in two probationary semesters. The committee removes those who make satisfactory progress from probation and asks those who do not show adequate improvement to discontinue their studies. One academic term must elapse before students dropped for failure to maintain normal academic progress are eligible for reinstatement. Requests for reinstatement are sent to the Commitee on Academic Standing.

When a student is suspended, placed or continued on probation, removed from probation, or warned, he and his parents receive official notification.

Continuance In College

Maintenance of a satisfactory grade of scholarship and evidence of the ability to appreciate and to co-operate with the ideals and

standards of the College are necessary for continuance at College of The Albemarle.

Dismissal

The College reserves the right to suspend or dismiss any student when it believes such action is in the best interest of the College and/or the student. This may be done by the Administrative Committee of the Faculty in executive session without the necessity of stating specific charges or reasons.

Schedule Of Studies

Fifteen hours of college work is considered the normal student load, and each student is expected to carry this amount of work. Permission must be obtained from the Registrar of the College for scheduling less than 12 or more than 16 hours. Charges for those who take more than the usual number of hours are listed in the section on expenses.

Dean's List

In order to qualify for the Dean's List, a student must take a minimum load of four subjects (at least twelve semester hours of work) and maintain at least a "B" average, with no grade lower than a "C."

Commencement Marshals

The rising sophomores who have maintained the highest scholastic average during their freshmen year are honored by being named Commencement Marshals. The marshal who has the best academic record is designated chief marshal.

Admission Requirements For Transfer Students

A student wishing to transfer to College of The Albemarle must be able to meet admission requirements in effect at the time of his application and to provide proof of his eligibility to return to the institution from which he is transferring.

Transferable Credits

Credit is given for satisfactory work in accredited institutions insofar as it parallels the work offered at College of The Albemarle. However, no more credit hours in a given field may be transferred than the quality points earned by the student in that field.

Requirements For Graduation

A minimum of 64 semester hours of work is required for graduation, of which 30 hours must be earned at College of The Albemarle. Upon the satisfactory completion of one of the prescribed courses listed in the following pages, a student is awarded a diploma and the title of "Associate in Arts."

Fees And Expenses

College of The Albemarle seeks to provide an educational opportunity at the lowest cost possible which will afford high quality instruction and comfortable student facilities. Tuition and fees will cover only a part of the instructional and operating cost of the College. The difference between such costs and the amount paid by the student will be met by income from a special tax levy in Pasquotank County, funds from the State of North Carolina, and gifts of friends who recognize the value of the opportunities offered by College of The Albemarle.

An application fee of $10.00 will be charged all students. This fee must accompany each application, and is refundable only in case the student is not accepted by the college. This $10.00 application fee will be credited to tuition for the first semester of attendance. The College reserves the right to charge fees when necessary.

Expenses To The Student For The Year

60.00 Sem

Tuition (12-16 Sem. Hrs.)	~~$200.00~~
(Out-of-County Students)	~~225.00~~
(Out-of-State Students)	~~350.00~~
Late Registration fee	3.00
Change of schedule fee (after first week of classes)	1.00
Transcript fee (no charge for first transcript)	1.00
Extra hours (per sem. hr.)	7.00
Reduced hours (per sem. hr). (Less than 12 sem. hrs. per sem.)	8.00

Cost of books and supplies while varying somewhat according to the course of study will cost approximately $30 a semester.

Graduation Fee

All members of the graduating class will pay the graduation fee of eight ($8.00) dollars at the beginning of the Spring Semester of the year in which they expect to graduate. The fee covers the cost of the diploma and the rental of cap and gown.

Regulations On Dropping Courses

1. Courses dropped after 5 class days (or hours) are payable in full.
2. Evening courses dropped within two weeks after classes begin are subject to a rebate of 50 per cent of the cost involved. All courses are payable in full after two weeks of classes. A student who withdraws from school in the allowed two-week period is eligible for a pro-rata refund.

Payment Of Fees

All charges for tuition and fees are due and payable on the day of registration. Checks and money orders should be made payable to College of The Albemarle.

Refunds

Tuition and fees are refunded only in case of withdrawal from the College or course during the first two weeks of the semester, provided the student receives permission from the Dean and clears through the business office at time of withdrawal. In cases of protracted illness and on competent medical advice supported by a medical statement from the attending physician, refunds are made on a pro-rata basis.

Transcripts Of Records

Upon request of the student, academic credit earned in College of The Albemarle will be transferred to any college or university.

Each student is entitled to one official transcript of his work, provided all accounts with the College have been settled satisfactorily. A student requesting an additional transcript should enclose one dollar for this service.

Readmission Requirements

The College reserves the right to declare a student ineligible to return if his grades do not indicate satisfactory progress.

Financial Aid For Students

In recent years the cost of attending colleges and universities has risen considerably and with it there has been an increase in the need for financial assistance. To meet this need, College of The Albemarle has arranged its financial aid program so that scholarship grants, loans, and employments all play an important part.

Awards are based upon consideration of merit and need. Merit is judged by the same factors considered in connection with admission—high school grades and rank in class, scores on the College Board Test, and other indications of probable success in college and later life.

Need is judged by the total financial picture of the student and his family; not only gross income, but also the number of young children, debts, and other obligations such as serious illness are taken into consideration. An outstanding student who is in a position to pay all his own expenses may apply for an honor scholarship as a symbol of merit.

Financial aid is of three types:

Scholarships: These involve direct money grants or waiver of fees. A list of scholarships available at College of The Albemarle may be secured from the President. Applications for these scholarships should be made to the Chairman of the Scholarship Committee.

Loans: A student who qualifies for financial assistance may borrow from the College to cover part of his expenses. Loans are offered in addition to or in place of scholarship assistance. Some bear no interest while the recipient is a full-time student, while others bear a modest interest charge. Loans allow students to transfer expenses from their college years to the years immediately after college when the average graduate enjoys a substantial income. The College will participate in the Loan Fund of the National Defense Education Act. Details may be secured from the Business Manager.

Campus employment: Students are employed in a number of part-time positions, such as library and clerical assistants. Preference is given to those who demonstrate the need of financial assistance. Help also is given in finding full-time off-campus employment during summer months.

Auditing Courses

Students who wish to audit courses must register through the College office. Auditors receive no credit and are not required to attend classes, participate in class discussion, or take tests and examinations. Auditors will be charged $3.00 per class hour.

STUDENT ACTIVITIES

Student Government

Students receive practical experience in responsible citizenship through participation in a program of self-government. All students are automatically members of the Student Government Association. Officers are chosen each year, and each class is represented in the Student Government Association. The object of this Association is to regulate all matters of the student community which do not fall under the immediate jurisdiction of the administration and faculty.

Activities And Organizations

There are a number of organizations and societies on the campus designed for students with particular interests, including departmental clubs and theater groups. Students who are interested in writing will find opportunities to contribute to campus publications or work on their staffs.

Recreation

Various programs of recreation and entertainment are planned and carried out by the students under faculty supervision. Formal and informal dances are held during holidays and other special occasions throughout the year. Other programs which attract major interest and participation include social hours, picnics, and receptions. Suggestions of the students are used in planning additional activities.

Class Organizations

Each class has its own organization, elects its officers and representatives to the Student Government Association each year, and has an advisor from the administration or faculty.

Student Activity Fee

A basic student activity fee is charged each student. This entitles the student to admission to all dramatic productions, to all other entertainments sponsored by the College, and to a subscription to the college newspaper and magazine.

Snack Bar And Bookstore

The College operates a snack bar and a bookstore for the convenience of the students on the first floor of the College building.

PROGRAMS OF STUDY

The programs of study contained in the following pages are classified as "University Parallel", "East Carolina Parallel", or "Terminal". Those in the former category are intended for students who plan to transfer to a university or a senior college after completion of lower division work at College of The Albemarle. Those in the second category are intended for students who do not plan to enter senior institutions, but wish to gain the best possible training in specific fields during two years of college and to enter their chosen vocation on graduation from College of The Albemarle.

Any of the academic courses offered by the College for credit, if properly selected, should be accepted for transfer to a senior institution and should count, without loss of credit hours, toward a bachelor's degree. But a student who expects to continue his college career or to enter a professional school after leaving College of The Albemarle should consult the catalog of the institution he expects to attend and select his courses accordingly. Although the Registrar or an advisor will gladly assist the student in choosing the courses that will assure junior standing in the senior institutions, the final responsibility for selecting the proper courses must rest with the student.

Fifteen semester hours is considered the normal load for a full-time student. Sixty-four semester hours of academic study is required for graduation and a diploma with the title "Associate in Arts."

BUSINESS ADMINISTRATION (University Parallel)

	Semester Hours
FIRST YEAR	
English 11, 12	6
History 11, 12	6
Mathematics 11, 12	6
Biology 11, 12	8
Foreign Language 21, 22	6
Hygiene 13, 14	2
SECOND YEAR	
English 21	3
Economics 23, 24	6
Political Science 28	3
History 21 or 22 or Psychology 21	3
Chemistry 11 12, or Physics 11-12 or Math 13, 21	6 or 8
Accounting 21, 22	8

EDUCATION (University Parallel)

FIRST YEAR

English 11, 12	6
History 11, 12	6
Mathematics 11, 12	6
Foreign Language 21, 22	6
A Science Sequence 11, 12	8
Hygiene 13, 14	2

SECOND YEAR

English 21, 22	6
*Geography 21, 22	6
History 21, 22	6
Foreign Language 31, 32	6
Sequence Science Course 11, 12	8
Education 21 or Ec. 23 or Pol. Sci. 28 or Soc. 21, 22	3

*Not required for secondary school teaching.

LIBERAL ARTS (University Parallel)

FIRST YEAR

English 11, 12	6
History 11, 12	6
A Science Sequence 11, 12	8
Foreign Language 21, 22	6
Mathematics 11, 12	6
Hygiene 13, 14	2

SECOND YEAR

English 21, 22	6
Foreign Language 31, 32	6
A Science Sequence or Math 13, 21	6 or 8
B.A. 23, 24, or Hist. 21, 22 or Pol. Sci. 28 or Psy. 21 or Soc. 21, 22	3
Electives	7 or 9

BUSINESS ADMINISTRATION (East Carolina Parallel)

FIRST YEAR

English 11, 12	6
History 21, 22	6
Biology 11, 12	8
Mathematics 11 or 12	3
Geography 21	4
Hygiene 13, 14	2

SECOND YEAR

English 21 or 26	3
Accounting 21, 22	8
Business Administration 25	3
Economics 21, 22	6
Dramatic Arts 23	3
Political Science 28	3
Electives	11

BACHELOR OF SCIENCE (East Carolina Parallel)

FIRST YEAR

English 11, 12	6
*Geography 21, 22	3 or 6
Biology 11, 12	8
Mathematics 11	3
Hygiene 13, 14	2

SECOND YEAR

History 21, 22	6
English 21 or 22 or 26	3
Dramatic Arts 23	3
Political Science 28	3
Psychology 21	3
Electives	12 or 14

*Elementary education majors only

A. B. (East Carolina Parallel)

FIRST YEAR

English 11, 12	6
Geography 21	3
Mathematics 11 or 12	3
A Science Sequence	8
Foreign Language 21, 22	6
Hygiene 13, 14	2

SECOND YEAR

English 21 or 22 or 26	3
Dramatics Arts 28	3
Political Science 28	3
History 21, 22	6
Foreign Language 31, 32	6
B. A. 23 or Sociology 21	3
Electives	12

COLLEGE OF THE ALBEMARLE

Terminal Curricula
Liberal Arts

	Semester Hours
FIRST YEAR	
English 11, 12	6
History 11, 12	6
Foreign Language 21, 22	6
Mathematics 11, 12	6
Science 11, 12	8
Hygiene	2
SECOND YEAR	
English 21, 22 or 26, 27	6
Social Science (Eco., Geog., Soc.)	6
Electives	20

BUSINESS EDUCATION

FIRST YEAR	
Typing 11, 12	4
Shorthand 11, 12	6
English 11, 12	6
Hygiene 13, 14	2
Business Administration 11	3
Business Education 21	3
Business Education 22	3
Business Education 23	1
SECOND YEAR	
Typing (adv.) 13	2
Shorthand 21, 22	6
Dramatic Arts 23	3
Economics 21	3
Office Management 20	2
Business Law 25	3
Business Administration 21, 22	8
General Psychology 21	3

BUSINESS ADMINISTRATION

FIRST YEAR	
English 11, 12	6
History 11, 12	6

Foreign Language 21, 22	6
Geography 21	3
Hygiene 13, 14	2
Speech	3
Electives	3
SECOND YEAR	
English 21, 22	6
Accounting 21, 22	8
Economics 21, 22	6
History 21, 22	6
General Psychology 21	3
Business Law	3

COURSES OF INSTRUCTION

Courses numbered below 11 are non-credit courses and should be taken in summer school whenever possible. Freshman level courses are numbered 11 through 19, sophomore courses 21 through 29. Continuous courses, which must be pursued to completion for credit, are indicated by a hyphen, for example, 11-12. Others are listed with a comma separating the numbers.

BIOLOGY

11-12. *General Biology—Botany and Zoology* 8 semetser hours
Fundamental principles. Origin, development, structure, function, distribution, heredity, and relationships of plants and animals. 3 class hours, 3 laboratory hours.

21-22. *Vertebrate Zoology and Comparative Anatomy*... 8 semester hours
The morphology, histology, development and environmental adaptations of the vertebrates. Dissections for the purpose of discovering homologies and analogies. Prerequisite: Biology 11-12. 2 class hours, 4 laboratory hours.

24-25. *Human Anatomy and Physiology* 6 semester hours
The human body with special emphasis on the skeletal, muscular, circulatory, respiratory, and nervous systems and their re lation to exercise and personal health problems. Prerequisite: Biology 11-12. 2 class hours, 2 laboratory hours.

BUSINESS ADMINISTRATION

11. *Mathematics of Finance* 3 semester hours
Problem solving, equations, application of per cent, simple and compound interest, bank discount, payrolls, insurance, depreciation, discounts, markup, and graphs. Each topic is presented with emphasis on business application.

21-22. *Principles of Accounting* 8 semester hours
To give the student an insight into the various methods used in keeping the records of single proprietorships, partnerships, and corporations. Year-end adjustments, work-sheets, and preparation of financial statements emphasibed. Problems, practice sets, lectures, and laboratory.

23,24. *Principles of Economics* 6 semester hours
Fundamental principles underlying economic relations and activities. Analysis of production, consumption, exchange and distribution. Survey of money, banking, credit, the business cycle, business organization, insurance, labor problems, economic reforms. Intensive criticism of theories of value, rent, interest, and profits. Political economy.

25. *Business Law* 3 semester hours
A study of the main principles of law which govern the daily conduct of business with emphasis on contracts and agency.

BUSINESS EDUCATION

11-12. *Beginning Typewriting* 4 semester hours
The work in beginning typewriting includes learning the keyboard, operating the parts of the machine, care of the machine, writing simple letters, simple tabulations, continuity writing. In this course more stress is given to accuracy than to speed.

13-14. *Beginning Shorthand* 6 semester hours
Dictation is begun early in the course, stressing accuracy and form in shorthand penmanship. A consistent speed of sixty words a minute on new material with ninety-five per cent accuracy is required.

15-16. *Advanced Typewriting* 4 semester hours
The work includes study of different styles of business letters, manuscript copy, making carbon copies, tabulation, business reports, legal documents, effective display of typed matter. At the end of this course the students are expected to do straight copy at fifty five words per minute with a minimum of errors.

17-18. *Advanced Shorthand* 6 semester hours
The course consists of dictation and transcription with a thorough review of shorthand theory. Accuracy, speed, neatness, and comprehension are developed. Intensive drill is given in the production of mailable transcripts. A minimum dictation rate of one hundred words per minute must be consistently maintained with a high percentage of accuracy.

19. *Office Practice* 2 semester hours
An effort is made to observe and direct the student in developing those characteristics and personality traits which are desirable and essential in the business office. The main phases of study are office behavior, office methods and procedure. Actual

office situations are created so that the student is trained not in theory alone, but in practice.

20. *Office Management* 2 semester hours
Designed to enable students to understand and apply the basic principles relating to efficient office management. Laboratory problems developing skill in use of communication and travel services, preparation of reports, care and control of equipment and supplies.

21. *Introduction to Business* 3 semester hours
Basic elements of modern business organization, management, production, purchasing, marketing, accounting, and finance.

22. *Business English* 3 semester hours
A study of the fundamentals of grammar with specific application to business letters, reports, business documents, and other business papers. A study of business terminology and its use.

23. *Office Machine* 1 semester hour
To acquaint the student with the basic operations involved in working with various kinds of office machines. Dictation and transcribing machine included.

CHEMISTRY

11-12. *General Inorganic Chemistry* 8 semester hours
The preparation, properties, and uses of the principle elements, non metallic and metallic, and their compounds, with attention to the fundamental principles and theory of inorganic chemistry. 3 class hours and 1 laboratory period of 3 hours a week.

21. *Qualitative Analysis* 4 semester hours
The reactions and principles underlying analytical processes, the systematic methods for the separation and identification of basic and acid constituents, and the application to various analyses. Prerequisite: Chemistry 11-12. 3 class hours and 1 laboratory period of 3 hours a week.

22. *Quantitative Analysis* 4 semester hours
Important gravimetric and volumetric methods of analysis. Prerequisite: Chemistry 11-12. 2 class hours and 2 laboratory periods of 3 hours a week.

DRAMATIC ARTS

11. *Introduction to the Theater* — 3 semester hours
Designed to acquaint the student with the general nature of dramatic presentation, including elements of dramatic structure, types of drama, and the contributions of the actor, director, designer, technician, and audience.

21. *Beginning Acting* — 3 semester hours
To develop the actor's basic skills of voice and body through the use of readings, lectures, exercises, and projects. Study of stage techniques and psychological aspects of characterization.

23. *Fundamentals of Public Speaking* — 3 semester hours
Speech preparation, composition, and delivery. Practical training in the presentation of short speeches.

ENGLISH

9. *College Reading (Reading Improvement)* — No Credit
A course enabling the individual to obtain a firm grasp of the skills of more efficient reading. Lecture demonstrations are combined with actual laboratory work in which each participates in modern techniques for building greater speed and comprehension in reading.

10. *Elementary English Grammar* — No Credit
Required of all freshmen who fall below a specified level on the English placement test; emphasizes grammar but includes study of punctuation and a limited amount of writing under the direction of the instructor.

11-12. *Freshman English* — 6 semester hours
The study of correct usage in grammar, mechanics, punctuation, spelling, and the writing of numerous themes.

21-22. *English Literature Survey* — 6 semester hours
Study of great English masterpieces and literary history, English 21 includes literature through Milton; English 22 continues the study to the contemporary period.

23. *English* — 6 semester hours
A survey of American literature from the settlement of the colonies to the work of Whitman.

24. *English* — 6 semester hours
American literature from Whitman to the present.

25-26. *Journalism* 6 semester hours
A general outline of the principles of newspaper practice followed by daily work in news gathering, reporting, and writing of news stories. Regular work on the college newspaper is required. Practice work will be arranged with the Elizabeth City daily newspaper. Prerequisite: English 11-12.

FRENCH

11-12. *Elementary French* 6 semester hours
An introduction to the essentials of French grammar, pronunciation, composition, conversation and civilization. Students who have acquired two high school units in French may not take French 11-12 for credit.

21-22. *Intermediate French* 6 semester hours
A systematic review of grammar with attention to correct pronunciation, oral drill, composition, and special emphasis on the development of reading skills. Prerequisite: two years of high school French or French 11-12.

31-32. *Survey of French Literature* 6 semester hours
Selected readings from typical literature and prominent authors from the Middle Ages through the nineteenth century. Collateral readings, reports, and lectures. Prerequisite: French 21-22.

GEOGRAPHY

12. *Economic Geography* 3 semester hours
The economic, social, and political aspects of the distribution of natural resources and their utilization. The influence of climate on population density is emphasized.

21. *Principles of Geography* 3 semester hours
The physical world and its relation to man with special emphasis upon the effects of climatic differences on population distribution and human occupations. *Required for certification for elementary school teachers.

22. *Geography of North America* 3 semester hours
The geographical regions of the continent, climates, industries, natural resources, and human response to environment. Geomorphology provinces, urban pattern, and political geography of the United States are treated. The student prepares numerous maps and tables. *See 21 above.

GEOLOGY

11. *Principles of Geology* 4 semester hours
The earth, its origin and history; the processes that have produced and are producing change in its features; common minerals and rocks; map interpretation. 3 hours class work, 3 hours laboratory work.

HISTORY

11-12. *A Survey of Western Civilization* 6 semester hours
European history from the era of pre-history to the present. The cultural and social development of the various ancient and European cultures is given equal emphasis with the course of events in political and economic spheres.

21-22. *A Survey of American History* 6 semester hours
American History from the period of discovery and colonization to the present. Emphasis is upon certain fundamental themes in American history and forces that have shaped American life. History 21 covers the period from discovery to 1865; History 22 the years from 1865 to the present. Prerequisite: sophomore standing.

24. *North Carolina History* 3 semester hours
The history of North Carolina from its first discoveries by the French and Spanish to the present. Political, agricultural, industrial, religious, educational, literary, and social developments receive proper attention. Recommended for all adults.

26-27. *A Survey of English History* 6 semester hours
English history from the time of Britain's first contacts with the Roman world to the present. History 26 is a survey of English history to 1603; History 27 covers the period from 1603 to the present. Prerequisite: History 11-12.

28. *Political Science* 3 semester hours
The origin, organization, and development of federal, state, and local government in the United States will be emphasized and particular attention given to the national government in action.

MATHEMATICS

7. *Elementary Algebra* No credit
A thorough review of algebra on the secondary level. Designed for students who do not have sufficient high school units in

algebra, or for those who do not make a satisfactory grade on the mathematics placement test but desire to take mathematics on the college level.

8. *Plane Geometry* No credit
Required of all pre engineering students. Prerequisite: Math 7.

11. *College Algebra* 3 semester hours
A review of high school algrebra; radicals, quadratics, functions and their graphs, ratio, proportion, variation, progressions, systems of equations, induction, complex numbers, theory of equations, determinants, permutations, combinations, probability, partial fractions, sequences, and series.

12. *Trigonometry* 3 semester hours
The solution of right and oblique triangles both with and without logarithms; trigonometric identities and trigonometric equations; line functions and graphic representation. Prerequisites: Math 8,11.

13. *Analytical Geometry* 3 semester hours
Loci of equations, the straight line, circle, parabola, ellipse, hyperbola, the general equation of the second degree, polar coordinates, transcendental curves, parametric equations, coordinates in space, planes and surfaces. Prerequisites: Math 11-12.

14-15. *Engineering Drawing* 6 semester hours
A basic treatment of modern conventions, theory and practice of engineering drawing. Instruction is given in the care and use of instruments, drawing materials and scales, methods of procedure in drawing, freehand lettering, geometric drawing, orthographic projection, working drawings, tracing, and blue printing. Prerequisite: Plane Geometry.

16-17. *Unified Freshman Mathematics*
Designed for students who enter college with a good knowledge of intermediate algebra, plane and solid geometry and wish to proceed to calculus in their sophomore year. The subject matter of algebra, trigonometry, and analytical geometry receives due consideration. Prerequisite: Upper percentile rank on mathematics placement test.

21. *Differential Calculus* 3 semester hours
Differentiation of functions, with application of the derivative to rates, length of tangents, normals and other topics; the sub-

jects of maxima and minima, curvature, rates, and envelopes, drill on curve tracing. Prerequisites: Math 11, 12, 13; or Math 16-17.

22. *Integral Calculus* 3 semester hours
Integration. The constant of integration, the definite integral, drill on the methods of integration. The object is to enable the student to investigate without having to rely on any tables or set rules, and, having learned the principles of integration, to apply them to such subjects as areas, lengths of curves, volumes solids of revolution, and areas of surfaces of revolution. Pre requisite: Math 21.

PHYSICAL EDUCATION AND HEALTH

11,12. *Physical Education Activity* 2 semester hours
The beginning fundamentals of activities of low and high organization, including individual and team games to develop individual skills and athletic competencies.

13-14. *Hygiene* 2 semester hours
Designed to present basic personal health konwledge, and to develop proper health habits and attitudes in the individual. Required of all first year students.

21. *Principles of Health and Physical Education* 3 semester hours
Designed for students who expect to teach or coach. Includes the history of health education and physical education; philosophical, psychological, physiological, and sociological background for the teaching of health and physical education; basis for program, and organization of activities.

PHYSICS

13-14. *General Physics* 8 semester hours
Mechanics, heat, sound, light and electricity. Examples and experiments given throughout the entire course with a view to rendering it practical. Training in the manipulation of instruments employed in physical investigation, accurate measurements, and practice in properly recording and reducing the experimental data. 3 class hours, 3 laboratory hours. Prerequisite: Mathematics 11-12.

23. *Meteorology* 4 semester hours
Subjects considered are: atmosphere, observation and instruments, evaporation, condensation, precipitation, adiabatic tem-

perature changes, stability and instability, temperature variations and their relation to weather phenomena, wind systems, air masses, fronts, cyclones and anti-cyclones, weather analysis, weather forecasting, weather maps and sequence reports, and climate. 3 class hours, 3 laboratory hours.

PSYCHOLOGY AND EDUCATION

21. *General Psychology* 3 semester hours
An introductory course intended to give the student a general knowledge of the phenomena of the mind, to lay the foundation for further psychology work, and to provide a psychological basis for the study of education, sociology, and philosophy.

22. *Educational Psychology* 3 semester hours
Inherited tendencies, laws of learning, laws of teaching, habit formation, individual differences, formation of correct ideals and attitudes.

23. *Child Psychology* 3 semester hours
This course includes a study of the instincts, emotions, and general tendencies of children up to the age of twelve or fourteen. Remedial measures are suggested for dealing with early tendencies that may lead to serious difficulty. Special study of at least one child will be made by every student.

24. *Introduction to the Study of Education* 3 semester hours
For students beginning professional training in teacher education. To acquaint the prospective teacher with four major aspects of education: the teaching profession, the school system, the teacher, and the pupil.

SOCIOLOGY

21. *Introductory Sociology* 3 semester hours
The origins and development of culture, the nature of personality and its relation to society, forms of collective behavior, community and social organization, and the basic social problems: the family, international relations, political and economic organization, and social development.

22. *Contemporary Social Problems and Policies* 3 semester hours
A course designed to study contemporary personal and social disorganization and possible ameliorative action on the part of the community and society.

SPANISH

11-12. *Elementary Spanish* 6 semester hours
Pronunciation, grammar, oral and written exercises, conversation, dictation and essay, introductory reading material. Students who have acquired two high school units in Spanish may not take Spanish 11-12 for credit.

21-22. *Intermediate Spanish* 6 semester hours
For students with two years high school or one year college Spanish. Systematic review of Spanish grammar with some written composition and oral practice and with further reading of modern prose (short-stories, drama, etc.), by both Spanish and Spanish-American writers. Prerequisite: Spanish 11-12 or two years of high school Spanish.

31. *Survey of Spanish Civilization* 3 semester hours
Spanish literature and civilization with attention to the character and psychology of the Spanish people and their contributions to western civilization in all the arts. Discussion, reports and reading of Spanish texts. Prerequisites: Spanish 11-12, 21-22.

32. *Survey of Hispanic American Civilization* 3 semester hours
Hispanic American literature and culture, closely integrated with Spanish 31. Prerequisites: Spanish 11-12, 21-22.

INDEX

	Page
Activities	18
Admission Requirements	10
Adult Education	9
Application Fee	15
Auditing Courses	17
Biology	24
Bookstore	18
Board of Trustees	5
Business Administration	24
Business Education	25
Calendar of Events	4
Change of Course	12
Chemistry	26
Class Attendance	11
Class Organizations	18
Commencement Marshals	14
Continuance in College	13
Counseling	8
Courses of Instruction	24
Dramatic Art	26
Dean's List	14
Dismissal	14
Dropping Courses	16
Education	31
Employment Service	9
English	27
Expenses	15
Facilities	8
Faculty	6
Financial Aid	16
French	27
Geography	28
Geology	28
Graduation	15
Grading	12

Page

History of the College 7
History 28
Hygiene 30

Library 8
Location 8

Mathematics 29
Membership 8

Objectives 7
Orientation 11

Payment of Fees 16
Physical Education 30
Physical Examination 11
Physics 31
Probation 13
Programs of Study 19
Psychology 31

Readmission Requirements 16
Recreation 18
Refunds 16

Schedule of Studies 14
Snack Bar 18
Sociology 32

Spanish 32
Student Activity Fee 18
Student Government 18

Table of Contents 3
Testing 8
Transcripts 16
Transfer of Credits 14
Transfer Students 14

Veterans 11

Withdrawal from College 12